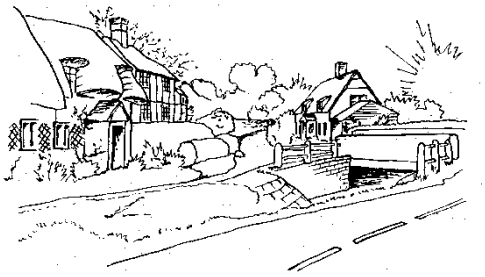
Arkesden Parish Council

The Village Hall,
Arkesden,
Saffron Walden,
Essex,
CB11 4HB
https://arkesdenvillage.com/



Arkesden Parish Council Meeting
Meeting date: 19 October 2026
Meeting time: 7.30pm
Meeting location: Arkesden Village Hall

Minutes

1. Apologies for Absence

Present: Alistair Mclean, Jonathan Boon, Holly Greenhow, Mark Newey, Wendy Dyce, Beth Savory (Clerk), Cllr Ray Gooding and Cllr Edward Oliver.

Apologies: Sophie Garrod

Chair: Alistair Mclean

Minutes: Beth Savory

2. Public Speaking

One member of the public was in attendance and contributed to discussions regarding the cancellation of the Essex reorganisation.

3. District councillor's report

Edward updated that he will be absent from future meetings over the winter months but is available for queries via email.

He informed councillors that District councils will continue as the reorganisation has been cancelled with elections taking place as normal in May.

4. County councillor's report

Ray updated that the new administration at Essex is in favour of cancelling the reorganisation. They are now pushing the mayoral elections to go ahead in 2027 instead of 2028, looking at an Eastern Counties Mayor instead of at an Essex level.

Ray also informed councillors that there is remaining budget in his Locality fund which needs to be committed by January and spent by the end of March. Alistair requested £1500 for the Millenium Field to go towards purchasing new equipment.

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Action: Alistair to send details of the Millenium Field to Ray regarding the use of the locality fund

5. Declaration of interests

Mark declared an interest in UTT/26/2599/TPO and in tree on parish council land

6. Minutes of 21 September 2026 meeting

Minutes from the September meeting were approved and signed during the meeting. An additional copy is to be posted to the notice board following the meeting.

7. Matters arising from 21 September 2026 meeting

- Stream clean

  Alistair updated that the rescheduled stream clean took place on the 17th October. It was very successful with a great turn out of 30 people with lots providing equipment. Councillors gave their thanks to everyone that volunteered and to those that provided refreshments for the volunteers.

  Councillors discussed that holding the stream clean on a Saturday seemed to have a better turn out so it may be worthwhile doing the same in the future. It was also discussed that the time of year worked well, but this was due to the weather conditions over the summer so would need to be assessed each year to monitor growth levels.

- Church mast – mobile signal

  Holly updated that she had spoken to Ned at Elmden who led the project and had been informed that the project was very involved. The mast is also restricted to Vodafone and doesn't work in a power cut as it requires a power to function.

  Councillors agreed not to proceed as it won't work for the desired function of providing signal to village residents in the event of power cuts.

  Action: Holly to put an update out to the village to explain decision

- Emergency plan review

  Alistair provided draft of the existing plan with up to date information which needs to be actioned on the website.

  Action: Clerk to update the emergency plan on the website based on Alistair's draft.

  Action: Alistair to look at NFU for any guidance on emergency plan for wild fires etc.

  Action: Clerk to add the emergency plan with a specific focus on wild fires to the next agenda.

- Clerk maternity leave/cover

  Councillors agreed to add the position to the website with a rolling deadline, closing as soon as the position is filled. The appointment will be employed at the same point on the Clerk salary scale and there would be an overlap of salary in December for a handover. The Clerk confirmed there is flexibility within the budget to account for this overlap.

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Action: Clerk to add job advert to website

- Tree on Parish Council land

  Councillors confirmed that they had reviewed the documentation provided during the September meeting with information on insurance implications and the report from the tree surgeons.

  Councillors discussed the idea of removing the tree vs ongoing maintenance and decided that a reduction of the height by pruning instead of removal would be the best way forward. It was agreed that the Parish Council would build the cost of ongoing maintenance into the budget going forward to maintain it at a safer height.

8. Ongoing Matters – Cllr Areas of Focus Updates

- Website (JB)

  The Clerk raised that she'd received a phone call to say that the map attached to the Dunwells event was showing a location in Scotland and causing some confusion.

  Action: Jonathan to update Dunwells event to remove map

- Potholes (MN)

  Mark updated that he has re-reported two potholes on Poore Street that aren't spray painted but are worsening.

- Speed Limits (SG)

  NTR

- Tree review (HG)

  Action: Holly to photograph and bring back to future meeting for review by Councillors.

  Action: Alistair to establish if dead tree by river bank is on private land

- Neighbourhood Watch (JB)

  Jonathan provided an update on the ownership and use of electric scooters and agreed to add a note to neighbourhood watch group.

  Action: Jonathan to add a note to the neighbourhood watch group about electric scooters

9. Planning Matters

- New Applications

  - **UTT/26/2589/DOC** - Application to approve the discharge of conditions 3 (rainwater goods), and 4 (details of new windows and doors) of UTT/26/1210/LB - Shepherds Cottage, Hampit Road
  - **UTT/26/2599/TPO** - 1 no. large Sycamore overhanging house and path - fell and leave stump high all wood and waste will be removed from site. - Dove House, Wenden Road

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- Determinations

  - **UTT/26/1707/FUL** - Change of use of agricultural grassland to residential garden - 1 The Combination Barn, Newland End Lane – Approved with conditions
  - **UTT/26/1887/DOC** - Application to discharge condition 4 (detail drawings) attached to UTT/26/1210/LB - Shepherds Cottage, Hampit Road – Refused to discharge conditions
  - **UTT/26/0702/FUL** - Part retrospective and part full planning application to convert an agricultural barn into three residential dwellings. Proposed change of use of agricultural land to domestic gardens and associated parking, landscaping and development - Building To The Rear Of Mulberry House, Wenden Road – Approved with conditions
  - **UTT/26/2129/TPO** - 1 no. Yew - Reduce back from property by 1.5m as tree is starting to touch the property - Dove House, Wenden Road – Tree granted
  - **UTT/26/2237/TCA** - Works to 1 no. Pink Chestnut - reduction by 2m all round so we can see out our top house window and to reduce the tree as it is very close to properties and 6 no. Silver Birch - height reduction by 2m for maintenance as these trees are also close to properties - Honeybrook House, Main Street – Tree no objections
  - **UTT/26/2103/TCA** - 1no pronus- reduce branch length to 2m. 1no. chestnut, 2no. beech- reduce branch length by 3m. 1no. Larch- fell - Church Green Cottage, Wenden Road – Tree no objections

- Enforcement

  Councillors were informed that enforcement case INV/25/0099/C has been closed and discussed any implications.

  Action: Clerk to send reference to Cllr Ray Gooding for follow up.

10. Playing Field report

Alistair updated that £27,000 has been raised towards the equipment replacement so far. This includes a £10,000 grant that has been received into the Parish Council account for the Millenium Field.

Councillors approved the transfer of the funds to the Millenium Field account (Holly proposed, Jonathan seconded).

Action: Alistair to confirm details are correct for transfer with the Clerk

Action: Clerk to action transfer of funds to Millenium Field account

11. Village Hall report

Mark updated that the quiz raised over £500 and was enjoyed by lots of attendees.

12. Highways and road closures

NTR

13. Finance

- Balances

  The balance on the 19 October was £24,694.36. Income since the last meeting include the £10,000 grant for the Millenium Field and £7,800 for the second half of our precept. Payments since the last meeting include the Clerk's salary (including 26/27 inflation increase, backdated to April) and our bank account fee.

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- Invoices/Expenses

  For approval:

  - BH Grounds Maintenance - £138 – approved.

14. Residents' Concerns / AOB

- **Wendens Ambo local plan**

  The Clerk shared details of the Wendens Ambo draft local plan in advance of the meeting. Arkesden Parish Council have been invited to comment as consultees with a deadline at the end of the November. Due to the plan being received just before the October meeting, it was agreed that the Clerk would add it to the agenda for the November meeting.

- **Sign opposite pump cottage**

  Holly raised that the sign requires maintenance and that Cogs is happy to repaint it. Councillors gave their thanks and approved the maintenance.

- **Phone box**

  Holly raised that the phone box requires repainting. Councillors agreed to the maintenance and agreed to utilise some of the parish projects budget to hire a professional to complete the work.

  Action: Holly to request a quote for repainting the phone box.

- **Digitising Arkesden Village News archive**

  Councillors discussed the Arkesden Village News archive that had been added to a shelf in the village hall. It was agreed that digitising the archive would also be beneficial to maintain the records. Councillors agreed to utilise some of the parish projects budget to have them scanned.

  Action: Alistair to ask Paul if he'd be happy to do it and for approximate costings

15. Date of the Next Meeting – 16 November at 7.30pm in the Village Hall

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